

# FORM - D

## INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached as your petition, or you may submit your own petition if it is identical to the form provided by the Lieutenant Governor's Office. In either case, all forms must be typed. Forms can be xeroxed.

### SUBMIT THE FOLLOWING FOR A CHANGE OF NAME:

- 1) The **PETITION**, one (1) original only, within 30 days of the notarized signature. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files (Original will NOT be returned).
- 2) The **NOTICE OF CHANGE OF NAME**, one (1) original only.
- 3) The **ORDER**, one (1) original, plus five (5) copies.
- 4) A **certified copy** of your original birth certificate not older than 90 days prior to submission, original Naturalization Certificate or alien registration card.
- 5) One (1) **FACT SHEET**.
- 6) Copy of a prior name change decree, adoption decree, guardianship documents, marriage certificate, death certificate, divorce decree, **and/or** paternity documents when applicable.
- 7) **Filing fee** Money order or check made payable to the "Office of the Lieutenant Governor" in the amount of \$100.00. Cash is accepted when you hand carry your documents.

**A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE ACCEPTED FOR PROCESSING.**

The first thing you must do in order to legally change your name is to type in the information requested in the **PETITION**. Make sure that you fill in all the information requested. Detailed instructions are provided as follows:

- (1) This is the official heading. Type in your full, legal name of each parent filling the Petition. Type in the name(s) of the minor child(ren) in the spaces after "for and on behalf of" exactly as the name(s) appear on the birth certificate(s) unless the name(s) have been legally changed. **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**
- (2) Type in full, legal name of each parent just as they appear in the heading.
- (3) Type in the information requested for the Petitioner mother. Put her father's full name and mother's first name and maiden name.

- (4) Type the Petitioner mother's name exactly as it appears on the birth certificate or certificate of naturalization.
- (5) Type in all other names the Petitioner mother has used even if they were not legal names. If her name was change previously, type the former name, date and place where the name changed was granted. This includes married and divorced persons whose marriage or divorce decree changed their name.
- (6) Type in all the information requested for the Petitioner father. Put his father's full name and mother's first name and maiden name.
- (7) Type the Petitioner father's name exactly as it appears on the birth certificate or certificate of naturalization.
- (8) Type in all other names the Petitioner father has used even if they were not legal names. If his name has changed previously, type the former name, date and place where the name changed was granted. This includes marriage and divorced persons whose marriage or divorce decree changed their name.
- (9) Type the Petitioner's current State of residence and their residence address. For those locations where there are no street addresses, P.O. boxes are allowed but please describe the general location of the Petitioner's residence.
- (10) Type in the information requested for all minor children even those whose names are not being changed.
- (11) Check the appropriate response. If either Petitioner has been convicted of a felony, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms of parole or probation, the date of final discharge of the sentence, whether there was a delayed acceptance of a guilty plea, if there was a pardon, by whom the pardon was granted.
- (12) Type in the names of the Petitioners exactly as they want them to appear after they are legally changed. Do the same for each of the minor children whose names are being changed.
- (13) Type the names of the Petitioners and minor children as they appear in the heading and then as you want them to appear after they are changed.
- (14) Make sure you date the petition here either at the time you have it notarized or before you have it notarized because if you date it after the date it is notarized it will not be processed. Type the name of the city in the second blank.
- (15) Sign the Petition in black ink, exactly as it is typed in the heading. Do not use initials or nicknames in the signature.
- (16) Type the full, legal name of both petitioners.
- (17) Sign the petition in black ink in front of the notary. Do not use initials or nicknames, sign your full, legal name. The notary will complete his/her portion of this page.

The **PETITION** for Change of Name must be submitted with the **NOTICE OF CHANGE OF NAME** and **ORDER** properly filled out. The directions for filling out these two documents are provided below.

- 1) **NOTICE OF CHANGE OF NAME.** At the top left hand corner type your name and address in the space provided. Type your legal name in the heading exactly as you did on the Petition. Type your legal name in the space provided in the body of the document and then the name as you wish it changed, and finally the name of the newspaper which will publish the name change.

Submit one (1) original of NOTICE OF CHANGE OF NAME, copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE of Change of Name must be published in the newspaper and an affidavit executed within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. Failure to publish within the time required automatically voids the petition for change of name.

The petitioner must make sure the newspaper will mail the AFFIDAVIT of publication to our office within sixty (60) days of publishing and a copy of the AFFIDAVIT to you for your files. If we do not receive an AFFIDAVIT from the newspaper at the end of sixty (60) days, we will assume that you did not have the change of name published and your Petition will be voided. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

- 2) **ORDER.** Type in petitioners' name, address and phone number in the space below "After Recordation". Type in the full, legal name, one on each line after "In the Matter of the Petition of." Type your legal name in the heading exactly as you did on the Petition. Leave the spaces for dates in the body of the document blank, but type in your legal name and your new name in the proper spaces. We will fill in the dates of publication. Submit one (1) original and five (5) copies of the **ORDER** to our office along with the **PETITION**.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574-6b).

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. **IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.**

Mail the documents to:

Office of the Lieutenant Governor  
P.O. Box 3226  
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor  
State Capitol  
415 South Beretania Street, 5th Floor

For additional information, call 586-0255.

## REMINDER/CHECK OFF LIST

### REMINDERS

- \_\_\_\_\_ The name of the Lieutenant Governor is James R. Aiona, Jr.
- \_\_\_\_\_ Petitions with liquid paper corrections must be initialed by the notary.
- \_\_\_\_\_ Xerox at least (2) copies of the notarized copy of the petition (please retain these copies for your files).
- \_\_\_\_\_ Signature in FULL (first, middle & last names). DID YOU SIGN YOUR NAME ON BOTH (2) SIGNATURE LINES BEFORE A NOTARY?

### CHECK OFF LIST

Please be sure that the following items are included when submitting the name change documents to the Lieutenant Governor's Office.

- \_\_\_\_\_ **Birth Certificate** (original, certified, not older than 90 days prior to submission). Foreign birth certificates must be translated into English, Original Naturalization Certificate or alien registration card.
- \_\_\_\_\_ **Petition** (original) that has been notarized no longer than 30 days prior to submission. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files.
- \_\_\_\_\_ **Fact Sheet.**
- \_\_\_\_\_ **Orders** (original plus five (5) copies).
- \_\_\_\_\_ **Notice of Change of Name.**
- \_\_\_\_\_ **Filing fee.** Money order or check made payable to the Office of the Lieutenant Governor in the amount of \$100.00. Cash is accepted when you hand carry your documents.
- \_\_\_\_\_ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (xeroxed copies acceptable).
- \_\_\_\_\_ Consent form, if applicable.

### NOTE:

In order to prevent these documents from being sent back to you for corrections, please proof-

read and check the documents for accuracy before you send it to our office.

## FACT SHEET

### **(INFORMATION REGARDING THE MOTHER OF MINOR CHILD)**

Each Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated  
\_\_\_\_\_

2. What is the name on your Certificate of Naturalization? What is the No? Dated  
\_\_\_\_\_

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

<u>Married to</u>	<u>Date of Marriage</u>	<u>Place of Marriage</u>
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<u>Divorced From</u>	<u>Date of Divorce</u>	<u>Place of Divorce</u>
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6. List the names, date and place of birth of all your living children:

<u>Name</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
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7. What is the reason for legalizing this name change?

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8. I was born/married in the State of Hawaii, and wish to have the name on my birth certificate ( ) or marriage certificate ( ) amended in the following way: (check appropriate box)

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

## REGULAR SYSTEM

Form D-eff: 01/21/03



ORDER

The Notice of Change of Names of \_\_\_\_\_,  
\_\_\_\_\_,  
and \_\_\_\_\_, having been published on \_\_\_\_\_ in  
a newspaper of general circulation in the State of Hawaii, I, James R. Aiona, Jr., Lieutenant Governor of the  
State of Hawaii, by virtue of the authority vested in me by law and thereunto enabling, do hereby order  
that the names of \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, and  
shall be changed to \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_ effective \_\_\_\_\_.

Dated: Honolulu, Hawaii: \_\_\_\_\_

\_\_\_\_\_  
JAMES R. AIONA, JR.  
Lieutenant Governor of the State of Hawaii

PUBLICATION REQUESTED BY:  
AFTER PUBLICATION, RETURN TO:

Name

Address

City, State, Zip Code

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Return by: Mail (x)

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of the Petition

of

\_\_\_\_\_ and

\_\_\_\_\_ for themselves and for and on behalf of

\_\_\_\_\_ minor children

For Change of Names

NOTICE OF CHANGE OF NAMES

Upon consideration of the Petition of \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_, and

\_\_\_\_\_, and there appearing to me to be good reasons for

granting the same:



NOW, THEREFORE, by virtue of the authority vested in me by law and thereunto  
enabling, I, James R. Aiona, Jr., Lieutenant Governor of the State of Hawaii, do hereby give public notice that  
the names of \_\_\_\_\_,  
\_\_\_\_\_, and  
shall be changed to \_\_\_\_\_,  
and \_\_\_\_\_  
upon a single publication in the \_\_\_\_\_, a newspaper of general circulation in the  
(Name of Newspaper)  
State of Hawaii, published at \_\_\_\_\_, Hawaii.

DATED: Honolulu, Hawaii \_\_\_\_\_

\_\_\_\_\_  
JAMES R. AIONA, JR.  
Lieutenant Governor of the State of Hawaii

IN THE OFFICE OF THE LIEUTENANT GOVERNOR  
OF THE STATE OF HAWAII

In the Matter of the Petition )  
 )  
 of )  
 )  
(1) \_\_\_\_\_ )  
 and )  
 )  
 \_\_\_\_\_ )  
 for themselves and for and on behalf of )  
 )  
 \_\_\_\_\_ )  
 )  
 \_\_\_\_\_ )  
 minor children, )  
 )  
 For Change of Names )  
 \_\_\_\_\_ )

PETITION

TO THE HONORABLE JAMES R. AIONA, JR., LIEUTENANT GOVERNOR OF THE  
STATE OF HAWAII:

(2) COMES NOW

and \_\_\_\_\_ your Petitioners herein, and respectfully  
pray that an order be entered herein changing their names and the names of their minor child and in  
support thereof represent as follows:

I.

(3) That your Petitioner is \_\_\_\_\_, whose date of  
birth is \_\_\_\_\_;  
place of birth is \_\_\_\_\_;  
father's name is \_\_\_\_\_;  
(First, middle, and last name)  
mother's name is \_\_\_\_\_;  
(First, middle, and surname)

(4) That the name on your Petitioner's birth certificate/certificate of naturalization is

\_\_\_\_\_.

(5) That other names Petitioner is using or has used are as follows:

\_\_\_\_\_.

II.

(6) That your Petitioner is \_\_\_\_\_, whose date of

birth is \_\_\_\_\_;

place of birth is \_\_\_\_\_;

father's name is \_\_\_\_\_;  
(First, middle, and last name)

mother's name is \_\_\_\_\_;  
(First, middle, and surname)

(7) That the name on your Petitioner's birth certificate/certificate of naturalization is

\_\_\_\_\_.

(8) That other names Petitioner is using or has used are as follows:

\_\_\_\_\_.

III.

(9) That your Petitioner's residence is in the State of

and their current residence address is \_\_\_\_\_.

IV.

That your Petitioners are the parents of the following minor children:

	<u>Name on Birth Certificate</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
(10)			

V.

(11) That your Petitioner Husband:

\_\_\_\_\_ has not been convicted of a felony.

\_\_\_\_\_ has been convicted of a felony.

Felony

Date of Conviction

Disposition

**If Petitioner Husband has been convicted of a felony, respond to the following questions:**

1. Fully explain the charges.
2. Fully explain the sentence.
3. Fully explain the terms of parole or probation.
4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a delayed acceptance of a guilty plea.
6. Fully explain if there was a pardon, by whom the pardon was granted.

That your Petitioner Wife:

\_\_\_\_\_ has not been convicted of a felony.

\_\_\_\_\_ has been convicted of a felony.

Felony

Date of Conviction

Disposition

**If Petitioner Wife has been convicted of a felony, respond to the following questions:**

1. Fully explain the charges.
2. Fully explain the sentence.
3. Fully explain the terms of parole or probation.







State of Hawaii )  
 )  
County of \_\_\_\_\_ ) SS.  
(Honolulu, Hawaii, Maui, Kauai) )

(16) \_\_\_\_\_ and  
\_\_\_\_\_ being first duly sworn on oath depose  
and say:

That they are the Petitioners named herein, that they have read the foregoing Petition, know the contents thereof, and that the same are true to the best of their knowledge.

(17) \_\_\_\_\_  
Petitioner (Mother of minor)

Petitioner (Father of minor)

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public, State of \_\_\_\_\_

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My Commission expires: \_\_\_\_\_

The following is to be signed by the minor (over the age of ten) and returned with the Petition for change of name.

**CONSENT TO CHANGE OF NAME**

I, \_\_\_\_\_, whose parents (Petitioners) are  
\_\_\_\_\_ and  
presently residing at \_\_\_\_\_,  
do hereby consent to having my name changed from  
to \_\_\_\_\_.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Minor

\_\_\_\_\_  
Signature of Petitioner (Mother)

\_\_\_\_\_  
Signature of Petitioner (Father)

## **FOR YOUR INFORMATION**

Regarding the first page of the **P E T I T I O N**

### I.

(3) That your Petitioner is \_\_\_\_\_;

date of birth is \_\_\_\_\_;

(petitioner)

place of birth is \_\_\_\_\_;

(petitioner)

father's name is \_\_\_\_\_;

(petitioner) (Name as shown on birth certificate)

mother's maiden name is \_\_\_\_\_;

(First)

(Middle)

(Surname)

### **PETITIONER'S PARENTS (not minor's parents)**

### II.

That your Petitioner is \_\_\_\_\_;

date of birth is \_\_\_\_\_;

(petitioner)

place of birth is \_\_\_\_\_;

(petitioner)

father's name is \_\_\_\_\_;

(petitioner) (Name as shown on birth certificate)

mother's maiden name is \_\_\_\_\_;

(First)

(Middle)

(Surname)

### **PETITIONER'S PARENTS (not minor's parents)**

SURVEY SHEET ON VOTER REGISTRATION  
FOR AMERICAN CITIZENS ONLY

(CHECK ONLY ONE OF THESE)

\_\_\_\_\_ I am not a registered voter and I am NOT interested in registering under my new name at this time.  
**STOP. DO NOT FILL OUT OR SIGN THIS FORM.**

\_\_\_\_\_ I am NOT a registered voter, but would like to register to vote under my new name.

\_\_\_\_\_ I am a registered voter and would like my new changed on the voter registration list  
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHNAGE  
FORMS.

\_\_\_\_\_ I am a registered voter and would like my name and address changed on the voter registration list.  
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE  
FORM.

When you have your name changed legally, you need to change your voter registration as well. Please fill out the information below and return this form with your name change Petition. When your name change order is signed by the Lieutenant Governor, your voter registration will automatically update to reflect your new name.

1. I am registered to vote on \_\_\_\_\_  
(Island)
2. My name is being changed from \_\_\_\_\_  
to \_\_\_\_\_
3. My residence address is \_\_\_\_\_
4. My telephone number is (H) \_\_\_\_\_ (B) \_\_\_\_\_
5. My mailing address is \_\_\_\_\_
6. My social security number is \_\_\_\_\_
7. My date of birth is \_\_\_\_\_

Signed, \_\_\_\_\_  
(New Name)

Name Change Effective on: \_\_\_\_\_

Name Change granted by the Lt. Governor on: \_\_\_\_\_